Approved For Release 2006/10/17 : CIA-RDP68-00140R000100120026-9

15 March 1963

MEMORANDUM	FOR:	Special	Support	Assistant	to	the

Deputy Director (Support)

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ATTENTION :

SUBJECT : Issuance of Representational Furniture

and Equipment

1. Pursuant to our conversation, following are comments from our FE regarding subject:

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regarding subject.

"Letters of Authorization for Representational

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expense usually indicate the Chiefs of Station will These regulabe housed under tions have tables of allowances that describe and limit the number and type of furnishings that are authorized for living quarters. In the past, except for issues of pianos and air conditioners, we have not seriously questioned issues of furniture to representational housing as it seemed reasonable that representational housing should be furnished with representational furniture. Now, there seems to be a growing trend to provide more and more items not included in the table of allowances such as sterling silver, crystal, china, etc. advise us if the table of allowances is to be strictly followed for Chiefs of Station and other senior officials and if not, give us some guide lines as to what items are allowable and what approvals are required."

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2. Although specifically require that Chiefs of Stations obtain Headquarters approval for the payment of representational or prestige housing, regulations do not deal with the purchase or issuance of representational furniture

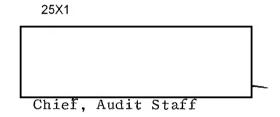
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and equipment. In the absence of specific criteria or provisions in regulations as to special furnishings allowances to be applied in the case of prestige or representational housing, it is our view that Headquarters approval should be obtained for issuances in excess of those set forth in the Table of Allowances in excess of those set forth in the Table of Allowances will be justified.

3. We will appreciate your obtaining and furnishing us with a statement of policy in this matter.



Distribution:

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Orig. & 1 - Addressee 1 - C/FE Div. 1 - D/Log

